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CIA-RDP70-00211R000200150029-1

FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

Chief, O&M Staff (DD/I and DD/S Area)

Work Report Week Ending 1 August 1956

2 August 1956

25X1A9a

Accomplishments

1. T/O's Completed

MS-855, Revision of [REDACTED] T/O and Reduction from 374 to Ceiling of 346; Changes in field positions; withdrawal of a function from field to headquarters; and reorganization of Propaganda Analysis Branch. [REDACTED]

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2. Employee Suggestion 1584. Establishment of a part-time clerical pool. Review and evaluation completed. [REDACTED]

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3. Disposal of Classified Waste: Oral report made to Chief, Management Staff on status of Pulping Operations at Pentagon and potentialities of a comminuter demonstrated at NSA. [REDACTED]

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Assignments Active This Week

4. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency Participants in the ELINT Program. [REDACTED]

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5. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED]

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6. Project 5-1f, Study of Program Analysis Staff, Organization, Functions, Staffing, and Procedures. [REDACTED]

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7. Project 5-80, Review of Procedures Printing Services Division assistance in implementing recommendations. [REDACTED]

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8. Transfer of Support Branch from Planning Staff to Admin. Staff, Office of Logistics. [REDACTED]

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9. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED]

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10. MS-886, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED]

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11. Project 5-1e, Study of Technical Accounting Staff, Organization, Functions, Staffing, and Procedures. [REDACTED]

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12. Project 6-47, Use of Unvouchered Funds to Pay Agency Employees. [REDACTED] 25X1A9a
13. Project 6-19, Study of OTR Clerical Training Program. Report submitted to Chief, Management Staff for approval. [REDACTED] 25X1A9a
14. Project 6-45, Survey of Space Situation in OCR - As result of III charges of severe overcrowding. [REDACTED] 25X1A9a
15. Project 6-14, Study of Agency Overtime Practices. [REDACTED] 25X1A9a
16. Reduction of T/O to Ceiling Offices and Staffs of the DD/S. [REDACTED] 25X1A9a

Miscellaneous

17. Training. Fifteen hours on-the-job training in the procedures and operations of the Office of Comptroller.

[REDACTED]

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